

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1.5.2017

Do not fill up For CSO use only

I. PERSONAL INFORMATION

2. SURNAME	MARAPAO		
FIRST NAME	JANE MELODY GRACE		NAME EXTENSION (JR., SR., JR.)
MIDDLE NAME	ARCAYNA		
3. DATE OF BIRTH (mm/dd/yyyy)	12/14/1999	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country
4. PLACE OF BIRTH	BISLIG CITY 8311	If holder of dual citizenship, please indicate the details	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	P14 House/Block/Lot No. BANANA VILLAGE Subdivision/Village BUTUAN CITY City/Municipality
7. HEIGHT (m)	1.65		DOONGAN Barangay AGUSAN DEL NORTE Province
8. WEIGHT (kg)	55	ZIP CODE	8600
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	P5 House/Block/Lot No. COMANAS Subdivision/Village BISLIG CITY City/Municipality
10. GSIS ID NO.	N/A		SURIGAO DEL SUR Province
11. PAG-IBIG ID NO.	121356985224	ZIP CODE	8311
12. PHILHEALTH NO.	18-251792275-8		
13. SSS NO.	09-5284674-9	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	+639072328110
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	melodymarapao88@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR.)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	MARAPAO		N/A	N/A
FIRST NAME	ALFREDO	NAME EXTENSION (JR., SR.)	N/A	N/A
MIDDLE NAME	MAGLANGIT	JR.	N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	ARCAYNA		N/A	N/A
FIRST NAME	RUBY		N/A	N/A
MIDDLE NAME	CAGUIL		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	BALINGAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	2006	2012		2012	WITH HONORS
SECONDARY	TABON M. ESTRELLA NATIONAL HIGH SCHOOL	HIGH SCHOOL	2012	2018		2018	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	CARAGA STATE UNIVERSITY- MAIN CAMPUS	BACHELOR OF SCIENCE IN GEODETIC ENGINEERING	2020	2024		2024	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	FEBRUARY 6, 2025
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27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	CAREER SERVICE PROFESSIONAL	88.58%	03/03/2024	AGUSAN NATIONAL HIGH SCHOOL, BUTUAN CITY		
	GEODETIC ENGINEER	73.80%	10/17-18/2024	VCDU PRINCE HOTEL AND GRAND CONVENTION CENTER, BUTUAN CITY	0012892	12/14/2027

WORK EXPERIENCE

[illegible]

FEBRUARY 8, 2025

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANISATION /

(Continue on separate sheet if necessary)

22. List any other programs attended:

[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
BASIC CARTOGRAPHIC AND SURVEYING SKILLS	JOURNALISM	N/A
WORKING KNOWLEDGE ON QGIS & ENVI SOFTWARES		N/A
COMPUTER LITERATE (MS OFFICE APPLICATIONS)		N/A
LANGUAGE LEARNING		N/A
		N/A
		N/A
		N/A

Continued on page 12 about 11:00 a.m.

SIGNATURE	DATE	FEBRUARY 6, 2025
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed? a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____
40. Pursuant to: (a) Indigenous People's Act (RA 8371), (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL. NO.
ARCHIE G. SALVADOR	BUTUAN CITY	639105589981
EDELYN A. BAUTISTA	BISLIG CITY	639381589667
JESABILLE G. UNDAYAY	CABADBARAN CITY	639207408238

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID:	PRC
ID/License/Passport No.:	0012692
Date/Place of Issuance:	12/02/2024 BUTUAN CITY

Signature (Sign inside the box)

FEBRUARY 6, 2025

Date Accomplished



JANE MELODY GRACE ARCAYNA MARAPAD

Right Thumbmark

SUBSCRIBED AND SWORN to before me this

, affiant exhibiting his/her validly issued government ID as indicated above.

Doc. No. 184
Page No. 27
Book No. 20
Series of 20 21

ATTY. JOHN GILS. UNAY Sr.

Notary Public
Until Dec 31, 2025

PSS # 2732 Person Administering Oath

JRP # 497587 (01-03-2025)

Serial No. _____
TIN # 206-339-676